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Chief, Management Staff

Chief, O&M Staff (ED/I Area)

18 October 1956

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Work Report Week Ending 17 October 1956.

Accomplishments

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1. 15-1035, Increase in Native T/O of [ ] to step up monitoring because of the increased tension in the Middle East. Completed.

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Assignments Active This Week

2. Project 6-15, OCR Space Study - At request of ED/I an analysis of over-crowding in OCR and appropriate recommendations for improvement. [ ] (ED/A-DE/I, 17 October)
3. Project 6-13, Personnel Records Survey, Phase II - Study of State Dept. Systems and Previous Systems Used in DE/P. [ ] (5 November)
4. 15-1046, Request for ELINT T/O Increase for CBI and ASO. [ ] (1 November)
5. Project 5-46, Preparation of Statements of Mission and Functions of the CIA ELINT Staff Officer and other Agency participants in the ELINT Program. [ ] (ELINT Staff Officer, 1 November)
6. Project 6-24, Survey of Procedures for Insuring that Separating Employees Conclude All Business with CIA Prior to Separation. [ ] (DE/S, 15 Nov.)
7. Project 6-55, Reorganization of Acquisitions Branch, CIA Library. [ ] (15 December)
8. Project 6-56, Study of Workload Procedures, Layout and Equipment of Acquisitions Branch, CIA Library (CIA Librarian). [ ] (15 November)
9. Suggestion No. 2521, Use of Chain Envelopes for Disseminating Documents from Acquisitions Branch, CIA Library. [ ] (1 November)
10. Application of Electronic Computers in ED/I. [ ] (31 December)

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Assignments Inactive This Week

11. Suggestion No. 2548, Change in Name of North Atlantic Treaty Organization. [ ] (26 October)

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12. Project 6-54, Examination of Proposed GRR Reorganization. [ ] (AD/RR, 31 December)

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25X1A9A 13. Examination of Organization and Functions of Photo Intelligence Division, GRR. [ ] (1 January)

14. Assistance to DD/L in Reduction of T/O and Ceiling and Necessary Related Realignment. (Asst. to the DD/L (Admin)) [ ] (1 Jan.)

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15. Manpower Utilization, Combination of BR/OCR-KI. [ ] (11/5, 1 Nov.)

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Training

16. Effective Writing - 4 hours [ ]

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25X1 ANA Office Management Conference and National Business Machines Show - 16 hours [ ] 14 hours [ ]

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ASPA Lecture on Budget and Fiscal Policy - 2 hours [ ]

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